



DEPUTY PARKS AND RECREATION MANAGER

Recreation Services

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the activities of the Recreation Services Division of the Parks and Recreation Department including senior citizens services, youth and adult sport programs, aquatics, special events, and recreation center operations; to coordinate recreational activities with other divisions and departments; and to provide complex staff assistance to the Parks and Recreation Manager.

Supervision Received and Exercised:

Receives general direction from the Parks and Recreation Manager.

Exercises direct supervision over professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Facilitate the provision of the highest level of quality customer service possible for Division customers. Ensure that customers are provided the Division's services in the most courteous and friendly manner possible.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens in an open and creative manner. Communicate and provide information to the public through correspondence, interviews and telephone calls.
- Recommend goals and objectives; assist in the development of policies and procedures for park usage and facility reservations.

CITY OF TEMPE

Deputy Parks and Recreation Manager – Recreation Services (continued)

- Direct, oversee and participate in the development of the Division's work plan; assign work activities, projects and programs; monitor work flow; with the input of divisional staff, review and evaluate work products, methods and procedures.
- Supervise a program of recreational activities including senior citizen services, youth and adult sport programs, aquatics, special events, facilities and operations.
- Coordinate Division activities with those of citizens, other departments, outside agencies and neighborhood organizations. Provide staff assistance to the Parks and Recreation Department Manager, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Coordinate and supervise a capital improvement program for recreation facilities.
- Prepare the Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery, assess work load, reporting relationships and opportunities for improvements within the programs, services and facilities managed and maintained by the Division.
- Develop, negotiate and administer contracts related to the programs, services and facilities managed and maintained by the Division.
- Select, train, motivate and evaluate personnel using 360 degree feedback; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures. Ensure that the Division's staff contribute to the City's mission and values.
- Develop and review staff reports related to recreation services; serve as a liaison to and present reports to the City Council, commissions, committees and boards as requested.
- Provide administrative support to the Parks and Recreation Manager; assist with special projects as assigned.
- Supervise and participate in the design, preparation, and distribution of recreation brochures, press releases, flyers and printed schedules.
- Prepare or coordinate grant proposals; administer grants.

Effective November 15, 1988

Revised July 2002 (Range Changed)

Revised March 2006 (job duties, title, and range change)

CITY OF TEMPE

Deputy Parks and Recreation Manager – Recreation Services (continued)

- Supervise, train and evaluate assigned staff.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible experience in recreation program development and implementation including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation administration or a related field. A master's degree is desirable.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona Driver's license.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 5510

FLSA: Exempt